

**DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
STATE PROCUREMENT BUREAU**

<http://gsd.mt.gov/>



BRIAN SCHWEITZER
GOVERNOR

STATE OF MONTANA

MITCHELL BUILDING, ROOM 165
PO BOX 200135

(406) 444-2575
(406) 444-2529 FAX
TTY Users-Dial 711

HELENA, MONTANA 59620-0135

MEMORANDUM

TO: All State Agencies
FROM: Brad Sanders, Chief
DATE: March 3, 2011
SUBJECT: Fiscal Year End Deadline for Solicitations

The State Procurement Bureau has established the following deadlines for projects that will require a signed contract or purchase order by June 30, 2011. Requests received after these dates may not be completed by fiscal year end. Please contact me at 444-1459 if you have any questions on the deadlines.

- April 1, 2011 - Request for Proposals
- May 2, 2011 - Invitation for Bids

In addition, agencies required to have prior approval from OBPP on large projects (>\$200,000) may want to begin this process earlier in order to meet the deadlines noted above.